

U.S. DEPARTMENT OF AGRICULTURE
SECRETARY'S EXECUTIVE RESOURCES BOARD

CHARTER

I. INTRODUCTION

There will be a Department wide Executive Resources Board (ERB) to assist the Secretary, by reviewing current and proposed Senior Executive Service (SES) policies for adequacy, ensuring the provisions are consistent with the Department's mission, strategic planning objectives, priorities and goals established by the Secretary, and statute. As appropriate, the ERB initiates new policy for the approval of the Secretary or designee.

II. MEMBERSHIP FOR THE ERB

The membership of the ERB shall be constituted as follows:

A. Permanent Membership

Permanent membership on the Board will include the Deputy Secretary (Chair), Vice Chair, (current member of the ERB), Assistant Secretary for Administration (ASA), and the Director of Human Capital Management, or any successor position, as Executive Secretary.

B. Remaining Membership

Remaining membership on the Board will be appointed for staggered terms of three years on a calendar year basis, with no more than one-third of the membership changing every year. Members will be appointed based on executive experience, management perspective, and ability to provide meaningful advice and assistance to the Secretary.

III. AUTHORITY OF THE BOARD CHAIR and VICE CHAIR

- The Chair shall determine the composition of the ERB, including filling of vacant Member posts, and appointment of additional Members, as determined to be necessary.
- The Chair may establish ERB subgroups and committees to facilitate the successful accomplishment of Board business, as deemed appropriate.
- The Vice Chair will work in concert with the Chair in managing the activities of the Board, and to serve with full authority in the absence of the Chair.

IV. EXECUTIVE SECRETARY OF THE BOARD

The Executive Secretary of the Board shall provide staff support, including all administrative, analytical or other services necessary to carry out the functions of the Board. In addition, the Executive Secretary shall conduct all day-to-day operations pertaining to personnel actions and administration of executive personnel programs.

V. ACTIVITIES OF THE BOARD

The Board shall review and provide recommendations on various SES policies and programs including, but not necessarily limited to:

- Position Management
- Merit Staffing
- Performance Management
- Executive Development (both an incumbent SES program and SES Candidate Development Program)
- Succession Planning
- Resource Utilization
- Senior Presidential Management Fellows Program

VI. PROCEDURES

- The ERB will meet *every third Thursday of each month*. Meeting times and dates will be agreed upon by the ERB. Reminder notification of meetings will be sent out by the Executive Secretary.
- The Director of Human Capital Management serves as the Executive Secretary and provides staff support to the ERB.
- Secretarial Officers and members of the Department's Senior Executive Service corps submit proposals to the ERB through the Executive Secretary. Proposals are reviewed and analyzed by the OHCM, which prepares recommendations for submission to the ERB.
- Approximately one to three days prior to a scheduled ERB meeting, the Chair, Vice Chair, and each Member will receive a copy of all documents to be reviewed during the meeting. This will provide the opportunity for individual review by Members, which will serve as the basis for discussion during the meeting. If a Member is unable to attend the meeting on the scheduled date, comments may be submitted to the ERB through the Executive Secretary.
- The ERB will operate with a quorum consisting of the Chair or Vice Chair and at least 50% of its appointed members.

- Board meetings will be attended by principals only; if a Member is not available, alternates may not attend.
- The Executive Secretary will document discussion points, recommendations, and decisions made at each ERB meeting and electronically submit to each ERB Member, within one to three days after each meeting.

VII. PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM

The ERB will have oversight of the Department's Senior Presidential Management Fellows (SPMF) component of the PMF Program. A Senior Fellow is appointed at the GS-13, GS-14, or GS-15 level (or equivalent) and may be promoted up to grade GS-15 level or its equivalent. Specifically, the ERB will:

- Approve initial appointments of Senior Fellows;
- Approve 120-day extensions, or request appointment extensions from OPM of up to one additional year, if required;
- Certify Senior Fellows' Individual Development Plans;
- Certify each Senior Fellow's successful completion of all program requirements and direct the Executive Secretary to submit certifications to the Office of Personnel Management (OPM) and agency PMF Coordinators; and
- Conduct an annual performance evaluation of the Senior PMF program.

VIII. DELEGATED AUTHORITIES

A. Presidential Management Fellows Program- Fellows Component

The ERB delegates the authority to administer the Fellows component of the PMF Program to the USDA agencies with employees on Fellows appointments. A Fellow is appointed at the GS-9, GS-11, or GS 12 level (or equivalent). However, a Fellow may be promoted up to the grade GS-13 level or its equivalent. The agency will establish an ERB to administer the Fellows component. The agency ERB will:

- Certify Individual Development Plans;
- Approve 120-day extensions, or request appointment extensions from OPM of up to one additional year, if required;

- Certify each Fellow's successful completion of all program requirements and direct the PMF Coordinator to submit certifications to OPM; and
- Conduct an annual performance evaluation of the Fellows Program.

B. Merit Staffing

The ERB delegates authority to mission area ERB's to conduct the merit staffing process for SES career appointments and such other responsibilities as the Secretary's ERB may assign them. The Chair of the Mission Area ERB will work closely with the servicing human resources office and the Executive Secretary of the ERB to ensure adherence to merit staffing principles. In addition, the Mission Area ERB members will:

- Review and evaluate competitive candidates for SES vacancies against the executive core qualifications and any mandatory technical qualifications identified;
- Ensure that candidates are evaluated and rated in accordance to Departmental procedures and that evaluations are fully documented; and
- Certify and refer the "Best Qualified" group of candidates to the servicing Human Resources Officer, who refers the ERB certified group and the noncompetitive group of qualified applicants to the recommending official.

Mike Johanns
Secretary

Date